



## CHILD CARE LICENSING SURVEY PROCESS

### RESPONSIBILITY

#### Regulatory Responsibility

The Kansas Department of Health and Environment Child Care Licensing (CCL) Program is responsible for maintaining an effective regulatory program through the promulgation of basic health, safety, and care standards for the operation of child care facilities.

#### Responsibility for Compliance

The ultimate responsibility for compliance lies with the licensed child care provider. The Department is responsible for conducting initial and annual inspections and complaint investigations, notifying the provider in writing of the noncompliance found, and giving the provider an opportunity to reach and maintain compliance.

### TYPES OF SURVEYS

#### Initial Survey

The initial survey is a scheduled visit typically conducted within 30 to 60 days from the date an application is submitted. The initial survey provides the opportunity for the provider to receive on-site technical assistance and support in achieving compliance with regulations. The initial survey may take place before or after a Temporary Permit is issued; therefore, children may or may not be in care. A walkthrough of the entire child care facility is conducted by the surveyor to observe the environment, records for adults and children, and care of the children. The surveyor will ask questions about daily routines, supervision, activities, and child care practices. Children and adult records are reviewed for completeness. Surveyors review additional paperwork such as the discipline policy, well-child information, transportation records (if applicable), fire/tornado drills, emergency plans, and pet immunizations (if applicable). Paperwork required to be posted is reviewed, including: the Temporary Permit or License, Fire Life Safety Agreement, disaster plans, emergency numbers, and diapering procedures (Group Day Care Homes only). Findings of noncompliance are documented on a Notice of Survey Findings (NOSF). Findings of noncompliance are documented on an NOSF, discussed with the provider, and a copy is left the day of the survey. If violations are cited, the provider has five days to make the corrections. For more information view, the [Child Care Initial & Annual Surveys](#) brochure.

#### Annual Survey

The annual survey is an unannounced visit conducted to verify ongoing compliance. The annual survey also serves as an opportunity for surveyors to provide consultation, assistance, and support to providers. An annual survey is given the same attention to detail as the initial survey, including a walk through of the entire premises, inside and outside. Findings of noncompliance are documented on an NOSF, discussed with the provider, and a copy is left the day of the survey. If violations are cited, the provider has five days to make the corrections. For more information, view the [Child Care Initial & Annual Surveys](#) brochure.

#### Complaint Survey

Complaint surveys are conducted if there is a regulatory concern. KDHE is required to conduct an on-site visit to determine if the child care facility is in compliance with regulations. The surveyor will make an unannounced visit to observe the environment, staff, and children in care. In addition, the surveyor will conduct interviews to

attain additional information related to the complaint. If the complaint involves concerns about the environment, the surveyor may take pictures. Files for children and adults will be reviewed. Contact information from files may be obtained to gather information from parents and staff. Findings of noncompliance will be documented on a NOSF. The findings will be discussed during an exit interview. A copy of the NOSF will be given to the provider the day of the survey or may be mailed shortly after the survey. For more information view the [Child Care Complaint Investigations](#) brochure.

### **Compliance Survey**

A compliance survey is unannounced and is conducted as a follow up to an initial, annual or complaint survey to verify violations cited on the NOSF have been corrected and compliance has been maintained.

## **MORE INFORMATION ABOUT VIOLATIONS CITED**

### **Violations Corrected During Survey**

Violations cited during a survey may be corrected quickly and easily by the child care provider during the visit. If a violation is corrected in the presence of a surveyor, the correction is noted on the NOSF and no further action is required by the provider.

### **Corrective Action Plans**

If violations cited during an initial or annual survey are considered low risk to children, the surveyor may request a plan of action for correcting the violations instead of returning to the facility for a compliance survey. Corrective action plans must include information as to how the violation was corrected or will be corrected and the date or anticipated date of correction. The surveyor reviews plans for completeness and compliance and makes the determination as to accept the plan or return for a survey.

### **Online Child Care Facility Compliance Information**

Lexis's Law, also known as HB 2356, went into effect July 1, 2010. As a result, child care facility information has been made available online, and the Department is authorized to release certain identifying information that was previously protected. Information presented on the website is public record provided by the Kansas Department of Health and Environment (KDHE). Information provided on the website may not reflect the complete history of a facility's compliance. Additional information and records may be available. Public records contained in the file of a child care facility may be requested from KDHE in accordance with the Kansas Open Records Act (KORA) pursuant to K.S.A. 45-215 et seq. Disclosure of certain information is prohibited pursuant to K.S.A. 65-525 and other statutes regarding confidential information. For more information about Child Care Licensing and the requirements for child care facilities, please visit the KDHE website <http://www.kdheks.gov/kidsnet>. Records that are not available on the website can be requested from Child Care Licensing Open Records by email [cclr@kdheks.gov](mailto:cclr@kdheks.gov) or by phone 785.296.1270